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ABSTRACT

As initially conceived, this survey, one of five reports focusing on present activities and structure of the Indiana State Library was to deal with the relationships and possible overlap between the functions of the State Library and the Historical Bureau. However, it was immediately apparent that the basic problem was less one of overlapping function between these two "co-ordinate" agencies then one of coordination and direction of the State Library's historical-archival activities and functions. Intimately involved in the problem of coordinating historical activities is the privately supported Indiana Historical Society whose programs, in some measure, parallal and overlap activities of the State Library and the Historical Bureau. While this study focuses most directly on the State Library's historical and archival activities, it deals with the programs of the Historical Bureau and the Indiana Historical Society as they affect the welfare of a well-coordinated and broadly-based historical agency program in Indiana. The study states its sources of information, gathered by personal interviews and explains the organization and status of archival and historical programs in Indiana. A summary of findings and recommendations are included. (Other reports in this series are available as ED 044 131 through 044 145.) (Author/SG)

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Indiana Library Studies

Peter Hiatt
Director and General Editor

HISTORICAL-ARCHIVAL PROGRAMS OF THE INDIANA STATE LIBRARY, INDIANA HISTORICAL BUREAU, AND THE INDIANA HISTORICAL SOCIETY
A REPORT WITH RECOMMENDATIONS

by

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The Indiana Library Studies

The Indiana Library Studies represent the first statewide exploration of Indiana libraries of all types and of the library and information needs of Indiana's citizens. A federally funded research project of the Indiana State Library, the Studies are directed by Dr. Peter Hiatt, Consultant to the Indiana State Library and Associate Professor of Indiana University's Graduate Library School. Guidance for the project and advice on the reports have been provided by the Indiana Library Studies Advisory Committee:

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This report has been submitted to the following:

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PREFACE

This study is one of five Indiana Library Studies reports focusing on the present activities and structure of the Indiana State Library. Professor Genevieve M. Casey, Department of Library Science, Wayne State University, who was responsible for this set of studies, requested this author to undertake a comprehensive survey of the historical-archival programs of the Indiana State Library, the Indiana Historical Bureau, and the Indiana Historical Society as they relate to the State Library.

As initially conceived, this survey was to deal with the relationships and possible overlap between the functions of the State Library and the Historical Bureau. However, it was immediately apparent that the basic problem was less one of overlapping function between these two "co-ordinate" agencies than one of coordination and direction of the State Library's historical-archival activities and functions. Intimately involved in the problem of coordinating historical activities is the privately supported Indiana Historical Society whose programs, in some measure, parallel and overlap activities of the State Library and the Historical Bureau.

Thus while this study focuses most directly on the State Library's historical and archival activities, of necessity, it deals with the programs of the Historical Bureau and the Indiana Historical Society as they affect the welfare of a well-coordinated and broadly-based historical agency program in Indiana.

My appreciation goes to Miss Genevieve M. Casey whose wise counsel and suggestions hopefully have kept this study on track; to Miss Marcelle Foote and her staff at the State Library for their generous cooperation in providing much of the data for this study; to Mr. Hubert Hawkins, Director of the Historical Bureau; and to Mr. Robert M. McClarren, former director of the State Library, for their many thoughtful suggestions. If the writer has inadvertently misconstrued any of the information so freely given, he hopes that such misconstructions are minor and few.

F. Gerald Ham

I

SOURCES OF INFORMATION

This report is based on data gathered from personal interviews with the present and the former director of the Indiana State Library, with staff members of the State Library's Archives, Indiana, and Genealogical divisions, with the director of the Historical Bureau, and with the Librarian of the William Henry Smith Memorial Library.

Much useful information was obtained from the unpublished annual reports of the Archives, Indiana, and Genealogical divisions; from the published reports of the Historical Bureau, the Indiana Historical Society, and the Society's Smith Memorial Library; from the 1968 Personnel Bureau Classification Questionnaires prepared by professional staff members of the Archives, Genealogy, and Indiana divisions; from reports and questionnaires submitted by the above divisions or agencies to the American Association for State and Local History and to the State and Local Records Committee of the Society of

American Archivists; and from comparative data compiled by the latter committee.

Additional data was collected from published articles written by present and former State Library personnel; from the State budget document and the Acts of the Indiana General Assembly and the Indiana Annual Statutes; from procedural manuals and other documents furnished by the library director and staff members; and from Dr. Ernst Posner's research files for his study American State Archives (1964).

II

ORGANIZATION AND STATUS OF INDIANA'S ARCHIVAL AND HISTORICAL PROGRAMS

The constituent parts of Indiana's archival-historical program--state archives, historical collections, popular and scholarly publications, historical sites, school services, and assistance to historical societies and other groups interested in the history of the state--differ little in scope and content from those of other states with a broad based historical agencies program. What is uniquely Hoosier is the number of state agencies that have responsibility for historical activity,even state citizens interested in historical activity must find the organizational structure of the total program something of an oriental mystery. Even they find it difficult to distinguish between the historical functions of the State Library, the Historical Bureau, the Indiana Historical Society, Indiana University and the Department of Natural Resources. True, in some degree these agencies have fashioned a cooperative network of historical activities, yet Indiana's historical effort continues to be hampered by fragmentation and the lack of overall direction and coordination.

The intention of the state's law makers, however, was to create a unified historical program. In 1925 the legislature passed an act establishing the Library and Historical Department to coordinate all library and historical activities in the state and vested the management and the control of the department in a five-man appointive Library and Historical Board. To implement the unification of library and historical activities, the legislators devised administrative machinery that, in effect, nullified their grand design, for the new department was really two "co-ordinate" agencies each with its own director, each with a separate budget, and each responsible for certain functions of the total historical program. The State Library was given responsibility for the Indiana historical collections and the public archives, and the Historical Bureau was assigned the functions of editing historical publications and assisting the state's historical societies.

Over the years these two agencies have become increasingly independent until today they are united only by a common board and by their housing in a common building.

The State Library

Founded in 1825, the State Library has been collecting and administering historical resources throughout most of Indiana's history. Currently the library has three divisions performing archival-historical activities: the Indiana Division, the Archives Division, and the Genealogical Division.

Indiana Division. The oldest historical section in the library, this section was organized in 1903 when the State Library Board established a Department of Indiana Archives and History. Ten years later the department received legal recognition in a 1913 Act (chapter 116) as the Department of Indiana History and Archives which charged the department with the care and custody of public records, the collection of material bearing on the history of the state, the diffusion of knowledge on the history of the state, and encouragement of historical research. Under able leadership, the collection of books, government documents, pamphlets, newspapers, and public records grew to such an extent that following the move into the recently completed Library and Historical Building in 1934 it was considered wise to separate the archives and newspapers from the collections. In 1936 the separation was formally completed and the parent division was renamed the Indiana Division.

The division's holdings now include some 36,000 books pertaining to Indiana, the state document collection, an extensive file of some 43,000 pamphlets, a collection of maps and atlases, broadsides, pictorial material, tape recordings, and various other types of historical ephemera. The division also administers a manuscript collection that is modest in size when compared with those of the surrounding states. The division head is responsible for the acquisition and selection of material although the library's technical processing section does all the book and pamphlet cataloging. The division has one field representative whose main responsibility is the collection of manuscript materials although he also conducts a fledgling oral history program. Most of the staff is involved in servicing the collections.

Most of the division's holdings are either cataloged or arranged in a self-indexing manner. In addition, the division maintains an index of Indianapolis newspaper entries on noteworthy persons, firms and events dating from 1898; a biographical card file of prominent Indianians, and an index of Indiana post offices, 1800-1920.

The division maintains its own reading room reference service and last year the staff handled 6,772 in-person and telephone requests and 2,253 mail inquiries. Seventy-seven persons made extensive use of the manuscript collections. Because the Indiana Division is responsible for state documents, and the acquisition of the documents of surrounding states on exchange, the division received most of the library's requests from state government personnel.

Archives Division. From the time of its separation from the Indiana Division in January 1936, the Archives Division has functioned as a separate unit of the State Library, responsible for the administration of official public records. Its legal authority as the ultimate repository for the state's archives is based upon the Commission on Public Records Act of 1935 (chapter 219) which set up a five-man commission to rule on the disposition of all non-current state records and made the State Library the repository for all records of permanent official or historical value.

The division's primary functions are to advise the Commission on Public Records on the disposition of non-current state records and to provide for the proper accession, organization, preservation, and reference and research use of those records entrusted to its custody. The Division also renders limited assistance to local officials in the disposal of their obsolete records, and is to cooperate with the Department of Administration to insure "a harmonious system of standards and procedures" for the management of the state's non-active records.

Current holdings of the division are estimated to include approximately 23,000 cubic feet of state records, 400 cubic feet of county archives, and 6,509 reels of microfilm. According to a 1966 survey of State Archives, Indiana ranks sixth out of the thirty-three states reporting in terms of volume of holdings. This figure is misleading, however, for much of the Division's holdings are semi-active records of limited retention value and should not be considered as permanent records.

Consequently, the Division, in the storage and servicing of these records is performing a records center function, an activity for which it has neither the staff nor the space to perform adequately.

The County Commission Act of 1939 (chapter 91) as amended in 1955 and 1963 gives the State Archives very limited jurisdiction in the area of county and local records. Submission of such records by the County Commission to the State Library is voluntary and the Archives holdings are primarily limited to older records from the southern Indiana counties. While the staff on occasion assists local officials with disposal problems, they believe "it is better for local governments to care for their own records." Because of staff and space limitations, currently, nothing is being done in this important area of archival activity.

The division operates a Photographic Laboratory, authorized by an Act of 1949 (chapter 172), equipped with two planetary and two automatic rotary microfilm cameras, a Xerox 1824 reader-printer, and a microfilm enlarger. The laboratory ranks as a large microfilm operation. Although the laboratory is authorized to film records for other state agencies and for the public, and monies received from this work are put into a revolving fund for its use, most of the staff's effort is directed to reducing the volume of records in the archives and little filming is done for other state agencies. In fiscal 1966-1967 the laboratory filmed 845,978 pages of material (839 reels of microfilm). Some of the more valuable records are filmed for security purposes, but about 90% of the original records are destroyed after being microfilmed. Again, the laboratory is filming many records of limited retention value and as a result the laboratory is performing more of a records management than an archival function. The state, by a 1947 Act (chapter 195) gave the State Library full legal authority to microfilm reproductions of documents.

In addition to its archival functions, the division is also responsible for the administration of the State Library's extensive collection of Indiana newspapers. The holdings include 5,780 bound newspaper volumes, 6,830 packages of newspapers, and 21,995 reels of microfilm. Last year the library received 296 current newspapers out of a total of 320 newspapers of general paid circulation listed in the 1968 Indiana Newspaper Directory and Rate Book. With one exception, all newspaper subscriptions are donated to the library. The library also subscribes to nine out-of-state newspapers which are maintained in this section. At present the division is not microfilming any of the deteriorating papers; it does purchase microfilmed copies of newspapers that are filmed commercially, although, in the past, the quality of some of these commercial films has not met archival standards of photoreproduction. There is an index to all Indiana papers organized by town or city of publication, county of publication, and by decade.

Partly due to the vast quantities of semi-active records maintained by the division, it has an unusually large reference count. Last year there were 12,793 requests for records. These statistics include 2,069 in-person requests, 998 mail inquiries, 3,129 telephone requests and 6,567 requests for statements and certificates.

Genealogy Division. Established as a separate unit of the library in 1934, the Genealogy Division's primary purpose is "to serve the residents of Indiana in their efforts to establish family connections and to collect and preserve such records as will work to this end." These objectives were greatly strengthened in 1950 when "in the interest of genealogical research in the city and state" the Eugene Haslet Darrach Memorial Library of the Indianapolis Public Library was combined with the Genealogy Division to form one of the most extensive genealogical collections in the midwest. While ownership of the Darrach Collection remains with the Indianapolis Public Library, the collection is maintained by the Genealogy Division and partially supported by a $50,000 endowment that is currently yielding about $600.00 a year. The money is expended for new accessions and for part-time staff assistants.

The combined genealogical library holdings now include an estimated 18,000 books and pamphlets and 3,000 reels of microfilm. The collection includes many resources from other states, roughly corresponding to the path of migration following by the ancestors of present-day Hoosiers. The division has an active acquisitions program and collects general genealogical reference works, periodicals, county histories and atlases, published and unpublished family genealogies, Bible records, church records, microfilmed copies of census and other records from the National Archives, and microfilmed copies of other important bodies of genealogical and historical records. In addition, the Division conducts an archival project to microfilm early wills, marriages, deed indexes, and probate records of Indiana counties. The microfilming is done commercially and is partly defrayed from the Darrach income. To date the records of approximately half of Indiana's counties have been filmed and the records of approximately three counties are filmed each year.

The collection is entirely a reference one. Last year the division served 10,167 patrons, answered 2,086 mail requests and 1,096 telephone inquiries. The staff also spends considerable time in preparing indexes to those records that have a high incidence of use. The division has issued an informational pamphlet, Aids to Genealogical Research in the Combined Genealogical Division (1958) and the present head has compiled an extensive checklist of material, Aids for Genealogical Serching in Indiana: a Bibliography (1962).

Indiana Historical Bureau

The Historical Bureau evolved from and superseded the Indiana Historical Commission which had been set up in 1915 to "direct a proper observance of the centennial of statehood." By 1925 when it was merged into the State Library and Historical Department, it had already become known for the competency of its publications and historical programs, due in large part to the able direction provided by its early directors. The bureau operates on a current budget, 1968-1969, of $77,714 and has a staff of eight full-time employees including the director and editor of the Bulletin, the editor of Historical Publications, the historical research assistant, the director of the Indiana Junior Historical Society who is also the administrative assistant, the membership secretary of the Indiana Historical Society, a multilith operator, a secretary, and a clerk typist. The bureau also employes two part-time assistants.

The bureau's chief duty is to "edit and publish documentary and other material relating to the history of the State of Indiana." In this area it has gained a reputation for some competence. The publications program includes the well-known and scholarly Indiana Historical Collections, a series of some forty-five volumes of state documents and historical monographs published over the past fifty-four years. These volumes are distributed free to all Indiana public libraries and the remainder are offered for sale.

The bureau also issues a monthly periodical, the

Indiana History Bulletin, a sixteen page serial publication that is distributed free to libraries, newspaper editors, members of the Indiana Historical Society, and members of the county historical societies, with a regular subscription price of $1.00 to individuals and other agencies. The Bulletin serves as a newsletter and forum for those agencies and individuals concerned with state historical activities; its contents include historical articles, annual reports of the Indiana Historical Society and the William Henry Smith Memorial Library, news of the various historical and related societies, reports of the annual Indiana History Conference, and lists of publications available from the Historical Bureau. The format of the Bulletin is dated and amateurish while its contents are often pedestrian consisting of annual reports and lists of soldiers, legislators, minutes, census numbers, and other raw historical data.

Other publications include Indiana Historical Reprints, a small series of legislative proceedings and other historical volumes; a series of leaflets published for grade school children; and a series of volumes published jointly with the Indiana Historical Society. All in all the publications program is impressive in terms of its quantity, if not always of its quality.

The Bureau's second major function is "to promote the study of Indiana History in cooperation with the Indiana Historical Society, the county historical societies, and any other like organizations." In recent years the bureau has gradually shifted emphasis to this more popular and broadly based historical function. The injunction of cooperation with the Indiana Historical Society has been carried out to the extent that it is virtually impossible to separate the programs of one from the other. In many respects the bureau serves as the public arm of the Historical Society. Traditionally, the bureau's director has served as the chief administrative officer of the Historical Society and is presently given a stipend of $5,000 by the society in addition to his salary as bureau director. Four other members of the staff also divide their services between the society and the bureau and are paid by both agencies. The society utilizes the mailing services, printing services, and office space and equipment of the bureau.

One of the more notable promotional programs is the Indiana Junior Historical Society, founded in 1938 and currently composed of about two hundred high school history clubs with a total membership of about 10,000. One of the earliest such programs in the country, this program has flourished since 1963 when a full-time director of the program was hired by the bureau.

The bureau sponsors jointly with the Indiana Historical Society and the Society of Indiana Pioneers an annual Indiana Historical Conference in Indianapolis each December. The meeting includes sessions on genealogy, archeaology, folklore, and annual business meetings of the Historical Society and the Indiana Pioneers. The caliber of outside speakers at the conference is quite high.

Each April the bureau with the State Library and the Indiana Historical Society also sponsors the Indiana History Workshop. Founded in 1951, these meetings are devoted to instruction and discussion in all phases of historical agency work and are open to the interested public.

The third main duty of the bureau is "to promote the development of the historical section of the Indiana State Museum and the collection of archaeological material." Since the state museum is under the jurisdiction of the Department of Natural Resources, the bureau's services here are very minimal consisting largely of a consultive role. The bureau has conducted several archaelogical surveys of various Indiana counties and published the results in the Bulletin, 1924-1946 and since then as separate pamphlets. No surveys have been published since 1961 and the program is not an active one.

The director also serves on the Public Records Commission and gives numerous talks to various historical groups.

Indiana Historical Society

The society, the third major historical agency in the state, is a private non-profit corporation, yet its programs and activities are so inextricably woven with the activities of the State Library and Historical Bureau that it legitimately forms a part of this study.

Founded in 1830, the society is the eighth oldest historical society in the nation. It is governed by a fifteen-member Board of Trustees and its chief administrative officer is the secretary who is also a member of the board. Traditionally the director of the Historical Bureau has filled the position of secretary. Five of the twelve staff members are employed by the Historical Bureau and receive compensation from both agencies.

In 1968 the Historical Society commissioned a study by Dr. William Alderson of its present functions and future development. Currently, the society is attempting to lessen its dependence on the State Library and Historical Bureau, and is discussing the possibility of moving its historical library into separate quarters.

The State Library has allocated 265 square feet of separate office space to the society but the entire Historical Bureau is, in fact, the headquarters of the society. Compared to publicly supported state historical societies the budget of the Indiana organization is modest. The society's special funds totaled $3,627,322.69 as against $1,132,668.49 a year ago with the principal increase due to a recent $2,400,000.00 gift of stock from Mr. Lilly. Disbursements from December 1967 to September 1968 totaled $96,070.

The Historical Society's activities include publications, archaeology, genealogy, historic markers, and the library. The latter is the only program of direct concern to this study.

The William Henry Smith Memorial Library was the result of a $150,000 bequest to the society by Delevan Smith in 1922 to establish a memorial to his father. Following an agreement with the State Library and

Historical Board in 1933, which provided the new library with space, heat, light, and custodial services in return for public use of the collection, the Smith Library opened its doors on February, 1, 1934.

The library's stated purpose is "the collection of all material calculated to shed light on the natural, civil, and political history of Indiana." As a matter of practice it has concentrated its holdings on the territorial and early statehood period, and has emphasized the acquisition of "rare and valuable books, pamphlets, manuscripts, maps, prints, broadsides, photography, and like material." However, the library in a 1934 report made it clear that it "is not the intention of the Smith Library to rival the State Library in any way or to duplicate its collections, but to supplement it by devoting its funds to the purchase of material which the state cannot afford to buy." The evidence indicates that to some extent this policy has been carried out.

The library is governed by the Society's Library Committee although this committee's responsibilities and authority are not altogether clear. Neither is it known what the relationship of the newly appointed"director of publications and library"will be to the present staff, which now includes the head librarian, two professional assistant librarians, a full-time and a part-time clerk stenographer. At the present time the library is seeking the services of a full-time cataloger. In relation of personnel to resources the library does not appear to be understaffed although the condition and control of its materials would suggest such a situation. A two-year grant of $17,500 from the Lilly Endowment (which has just been renewed) has enabled the library to engage the services of a full-time field representative to scour the state for manuscript records. This move, more than any other, had brought the library into direct competition with the Indiana Division and done much to intensify the frictions and jealousies latent in this highly unusual situation.

The State Library has provided the Smith Library with a large reading room of 3,745 square feet, which is totally inadequate to its need.

Library operations are financed almost entirely out of the Smith Endowment Fund though recently the Board of Trustees has approved the use of general funds for library purposes. According to the librarian's latest annual report, the Smith Library expended a total of $28,065 in 1967 and had an excess of receipts over disbursements of $3,678 (this amount was returned to principal). As of September 30, 1968 the value of the Smith Endowment was $941,310.86. Indicative of the library's modest program and low salaries is the fact that only $6,775.00 was spent for additions to the collections and that only $18,678.00 was spent for salaries.

Other Historical Programs

The Department of Natural Resources is responsible for the state's historic sites program and for the operation of the State Museum. It is a point of charity to label both these programs as inadequate, although I understand they are now being upgraded.

The Indiana University Department of History, in cooperation with the Indiana Historical Society, edits the Indiana Magazine of History, a first-rate scholarly journal devoted to articles on various phases of state history.

III

A SUMMARY OF FINDINGS

Organization and Functional Overlap of Historical Programs

No duplication exists between the programs of the Historical Bureau and the State Library. Careful analysis of the programs of these "co-ordinate" agencies revealed that functions of each are, in fact, clearly defined with the State Library responsible for the collection and administration of historical and archival resources and the Historical Bureau for historical publications, assistance to the Historical Society and related historical groups, and the junior historian program. It is not known to what degree the State Library and Historical Board attempts to coordinate their activities, although it is evident that time has tended to accentuate their separateness. Administrative problems which may arise from the sharing of common quarters by two essentially independent agencies do not seem to be of a serious nature. At the present time, however, both the State

Library and the Historical Bureau have competing and pressing needs for additional office and storage space.

The dual role of the Bureau Director-Historical Society Secretary has **created** a potential area of conflict between the interests of the Bureau and Historical Society on the one hand and the State Library on the other. As the chief administrative officer of the Historical Society, the bureau director is in the unenviable position of having to act simultaneously in the interest of both a publicly and a privately supported historical agency and of being responsible to two separate governing boards. He is also on the payroll of the state and the society. Whatever the theoretical objections to this administrative arrangement, a long succession of director-secretaries apparently have developed a true commonality of interest between the two agencies. However, the fact that the state and the society support parallel programs in historical publications, library collections, and highway historic markers places the bureau director in a potential conflict of interest situation. Such a situation now exists in the case of the Smith Library where the director as secretary of the society is actively supporting the society's recently accelerated library and manuscripts collecting program. (In my interview with the bureau director I often found it difficult to determine when he was speaking as the director of the bureau and when he was speaking as the secretary of the society.)

There is a total functional overlap between the Smith Library and the Indiana Division. Both libraries have similar if not identical responsibilities for the collecting, organizing, and servicing of Indiana historical materials. Over the years, the two libraries have attempted to minimize competion and have cooperated in the purchase of historical documents and books; on occasion the Smith Library has transferred material to both the Indiana and Archives Divisions. Yet the existence of two competing libraries in the same building has also led to a situation where, in the words of a former library director, there "is wasteful duplication, jealousy, and inefficiency of a serious order." The tensions and frictions that have built up over the years are now beginning to surface primarily due to the Smith Library's recently inaugurated manuscripts collection project. In this area there is none of the cooperation that exists in the management of printed historical materials. No attempt is made to coordinate collecting activities; neither unit assists the other in the location and acquisition of manuscripts; neither have they attempted to work out a collection policy that would effectively divide responsibilities in this area. One example of this lack of coordination and cooperation is seen in recent Smith Library accession lists. They show the accession of several groups of county public records and papers of a former governor, records that properly belong in the Archives Division. (The director of the Historical Bureau, when asked about cooperation and coordination replied, "There is as much as you would expect between Macys and Gimbels.")

Ironically, these present problems would not have arisen had the signed agreement of June 12, 1931, (See Appendix C), rather than that of June 30, 1933, been implemented. The 1931 agreement, similar in many respects to the agreement combining the Genealogy and Darrach libraries, would have given the State Library responsibility for housing, staffing, and providing cataloging and bibliographic services for the Smith collection. It would have preserved the identity and ownership of the Smith Library while at the same time providing for the inter-shelving of the Smith collection with the State Library's historical collections. But the 1931 agreement was a casualty of Indiana politics.

Presently the Historical Society is seriously contemplating the removal of the Smith Library from the Library and Historical Building. This move, in my opinion, would not be in the best historical interests of the State of Indiana or the Historical Society. It would solve none of the problems of overlapping collections and competition for materials and would further perpetuate the fragmentation of historical activities that has prevented the state from developing a first-rate historical agencies program.

There is a lack of coordination and direction within the State Library of its archival-historical program. The interviews, position description questionnaires, and program surveys revealed a lack of coordination and executive direction of the State Library's historical programs. In part, this lack of executive coordination is the result of the division of a once-united program (the Department of Indiana History and Archives) into three separate and distinct units, each with increasingly well-defined but to some extent overlapping functions and collections, each with increasingly unique, (and in some cases antiquated) patterns of activity and procedures, and each increasingly autonomous. The state librarian candidly admitted that she was unfamiliar with the requirements of a modern archival-historical collections program, and could not offer direct guidance to the Archives or the Indiana Divisions. Faced with pressing problems in other areas of library activity, the state librarian, of necessity, has delegated the problem of coordination to the division heads. Further, over the past thirty years the archival profession has developed a methodology and technique for the administration of archives and manuscripts, quite distinct from the library practices that once prevailed in this area. It is understandable, therefore, that many librarians are unfamiliar with the problems of archives-manuscripts administration. This lack of familiarity underscores the necessity for having a person trained in archival and historical library work in a general supervisory position under the State Librarian if the State Library is properly to exercise its responsibilities for these functions.

Program

Archives Division.

The archival program is underdeveloped in every phase of its activity.

Little or no attention is given to the archivist's most important and intellectually demanding function, the careful analysis and evaluation of records to determine appropriate disposition. The acting archivist confided that he was unfamiliar with the methods by which trained archivists appraise records; the staff does not examine records prior to the time the Commission on Public Records passes on their disposition; neither are agencies requested to submit record samples for examination by the Commission or the State Archivist. Even the recently retired state archivist indicated that she gave only fifteen per cent of her time to this critical function.

An examination of current accessions suggests that the staff has an unduly restricted conception of archival material, limited largely to records required to be filed by statute. The staff has not given sufficient attention to such important resources as agency administrative subject files, the files of top level administrators, and in general, records worthy of preservation for their informational value rather than their official, legal, or administrative value. On the other hand, the archives has accepted custody of literally tons of semi-active records of dubious archival value such as World War I and II and Korean War bonus checks, salary vouchers, Treasurer's checks and warrants, and payrolls. As mentioned earlier, this material properly belongs in a records center.

The whole process of establishing physical and bibliographic control over the records is rudimentary at best. There is no accessions register listing materials received, no control file to indicate where incoming accessions are stored, and no accession number to identify one lot of records from another. Neither is any attempt made to gain custody of records that have been authorized for transfer to the archives but which are unduly detained by the office of origin.

None of the modern methods for the cleaning, rehabilitation, and proper preservation of records are used. Materials are not fumigated prior to accessioning, though, in the division's defense, the state archivist has made repeated attempts to have fumigating equipment installed in the buildings. There is no budget for the lamination and rebinding of deteriorating records, acid neutral folders are not used to replace original folders, and the storage areas are not temperature and humidity controlled. Records, particularly in the basement area, are improperly stored. The air conditioning of the State Library building which was authorized late in 1968 should improve the environment for the storage of these valuable records.

The undermanned staff devotes little time to another primary archival function--that of records arrangement and description. In many instances records series are left in much the same condition in which they were received. Little extraneous and worthless material is weeded from the records; there is no identification of folders within a box, and document boxes are not identified with neatly typed labels. No numbers are assigned to record groups and series to permit easy identification and retrieval.

There are inventories to some of the record series, but the archives has no general finding aid or catalog to its holdings. Further, there is no shelf control over the records--no file indicating that a certain record series is shelved in a certain location in the stacks. While general finding aids work is minimal, I noticed one part-time student laborously compiling an index to a War of 1812 record book.

There is no informational program; no published brochure to acquaint state officials, genealogists, and other potential patrons with the services, resources, or open hours of the division; and no published guide to inform scholars throughout the county of the important holdings of the Indiana State Archives.

Hampered by faulty legislation, insufficient staff, and inadequate space, it is not surprising the archives staff has neglected the acquiring of county and local archives--an important phase of state archival activity. The acting archivist reported the Division was able to do nothing in this area at the present time.

With the assistance of a part-time student, the newspaper librarian supervises a neat and well-maintained section. A major problem is the deteriorating condition of the newspapers. Unfortunately the library newspaper stacks are adjacent to the building's heating plant and the excess heat has accelerated normal deterioration.

This condition makes it imperative that the library film those back files of newspapers that have not been filmed because the Photoduplication Laboratory is occupied with the filming of semi-active records. In my opinion, this is another example of the division's lack of proper priorities, and further documents the general lack of direction of the total archival program.

The section also has an unfortunate policy of allowing readers to use the negative microfilm master in cases where a positive copy is not available. Under no condition should a patron be allowed to use a master negative microfilm because this is the basic record which must not be damaged.

Finally this section has no published checklist or bibliography of its fine newspaper holdings.

Indiana Division.

An examination of recent acquisitions lists suggests that collecting policy is governed more by the traditional 19th century concept of history than by the broader inter-disciplinary concepts of the mid-20th century historian. Both the map and broadsides files I examined had little contemporary material, while in other files and holdings I saw few issuances for the past three decades of Indiana business, labor, education, social action, and urban improvement organizations.

This apparent emphasis on older historical materials was also evident in manuscripts collecting. An analysis of Thomas Krasean's "Guide to the Indiana Sequecentennial Manuscripts Project," Indiana Magazine of History (June and September 1968), revealed that only fifty-one out of the three hundred forty-eight accessions listed pertained directly to the 20th century. The accessions were small collections or single items, consisting of miscellaneous letters, reminiscences, diaries, account books, and minutes of local organizations; most collections pertained to private citizens--"not prominent national or local figures." This is not to imply that the material was of no value (although much was of little significance--a railroad pass, an 1880 day book of a flouring mill, minutes of a local D.A. R. chapter, to cite a few examples) but to suggest that there is an antiquarian strain in present collection policy. In my opinion, collection policy should concentrate more on the major collections of labor unions, social action groups, trade associations, and other organizations and institutions which have had a demonstrable impact on Indiana history and life. These collections are usually voluminous, difficult and time-consuming to organize, but, for example, the family and business papers of Eli Lilly or the records of the Indiana Farm Bureau, were they available, would be of far greater value than all the manuscripts collected during this two-year sequicentennial project. Collecting policy needs to be both more comprehensive and more selective.

Many rare maps, broadsides, pamphlets, manuscripts, and books are badly in need of repair either by lamination or rebinding although the division has no budget for this purpose. Many of the file folders of photographs, newspaper clippings, and pamphlets were crammed too tightly with material thus increasing normal wear and tear in removing and returning material to the file. Optimally, each map and broadside should be filed in an individual fold of acid neutral paper and each pamphlet should be filed in a separate folder for better preservation and for ease of retrieval. Many of the clippings and clipping scrapbooks should be microfilmed; others should be discarded as of little or no value.

The division's major holdings--books, periodicals, state government documents, pamphlets, and maps are processed and cataloged by the Technical Processes Division. Aside from the pictorial, newspaper clipping, and miscellaneous printed ephemera files (and these are self-indexing), the division's main responsibility in the area of history is for the organization of manuscripts collections. Arranging collections in a simple chronological sequence has been sufficient in most cases, but the staff should be aware of the necessity of organizing certain collections, such as the records of corporate bodies, in accordance with the universally accepted archival principles of provenance and original order.

The present method of classifying manuscript collections into one of three catagories, personal, subject, or county, is both difficult to apply and rather meaningless. Many manuscript curators have concluded that it is difficult if not impossible to classify manuscript collections in a meaningful fashion and, in recent years, many depositories have adopted a sequential numbering system (e.g., Mss. 1, Mss.2, Mss.3,) to replace classification-type cataloging systems.

The division has no inventories to major collections.

Yet, most modern manuscripts libraries find it increasingly necessary to rely on the collection inventory for adequate bibliographic control.

The division has no published guide to its holdings, issues no checklist of government documents, and has little informational literature informing the public of its services and resources.

General Observations on Program.

The areas of materials acquisition are fairly well defined, but there is some overlap by record type. For example, although the archives has primary responsibility for the acquisition of county and local archives, local public records also are acquired by the Indiana Division and the Smith Library. In addition, the Genealogy Division conducts a project for microfilming certain types of county records. No attempt is made to coordinate or consolidate these holdings. I also found some overlap between the Indiana and Genealogy Divisions in the acquisition of county and town histories and atlases.

Given the rudimentary state of the finding aids program, too much staff time and effort is expended on the work of compiling special indexes to material. In the Indiana Division three professional librarians expend a total of forty hours a week in preparing and filing index entries while the division, as mentioned above, has no general guide to its manuscript holdings, no check list of government documents, and no printed bibliographies or guides to its other special collections. No staff member is presently working on such finding aids. This criticism is even more applicable to the Archives Division which lacks even basic catalog control over its holdings. Until these divisions have adequate general finding aids, the division heads should give serious consideration to curtailing present indexing projects.

Personnel

Indiana State Library staff is notable for its loyalty and longevity. Many staff members, particularly the division heads, have a remarkably long record of service. The recently retired state archivist served in that capacity for twenty-six of her forty years with the library; the head of the Indiana Division has held that position for twenty-two of her thirty-six years with the library, while other senior professional librarians have been staff members from eight to seventeen years. It is evident that some staff members have not sufficiently kept abreast of recent advances in the methods and techniques of their profession. The State Library's methods of identifying and organizing archives and manuscripts, for example, have changed little since the 1930's.

Low salaries and the requirement of a library degree have made it virtually impossible to attract competent young people with training in other archival-historical institutions. Not one staff member in the Indiana or Archives divisions had any professional training or revelant experience in the handling of historical materials before joining the library staff; and most of the professional staff have worked in no other library.

The combined staff of the three divisions include twelve professional librarians, five clerk-typists, three full-time and one half-time microfilm camera operators, one full-time page, and six part-time student assistants, or the equivalent of twenty-four full-time employees. What meaningful statistics from other states are available for comparative purposes suggest that the combined divisions are as adequately staffed as similar operations in other states. The Ohio Historical Society, for example, has assigned identical functions, except for the microfilm operation, to its Division of Manuscripts and Archives and the Historical Library. Ohio's published and manuscript collections are much larger than those in Indiana, the combined divisions conduct a wider range of activities; and the holdings are more heavily and intensively used by the academic community. Yet the society sustains these programs with a staff of fourteen professional persons, three clerk-typists, and six part-time student pages or the equivalent of twenty full-time employees. The West Virginia Collection at West Virginia University is identical in function to the Indiana Division except that it maintains much larger collections of manuscripts as well as the University's archives and the archives of West Virginia's counties. Their staff includes three professional persons, one para-professional, two clerk-typists, and several student assistants--a staff somewhat smaller than that of the Indiana Division. In comparing work loads, however, it must be remembered that the Indiana Division does a great deal of reference work with state government using current information on Indiana.

More comparative data is available for the archives program. In a 1966 survey of state archival operation, Indiana ranked nine out of thirty-seven reporting states in number of professional staff and eighteen out of thirty-seven in total number of staff positions. Another midwestern state archives agency which was recently awarded the Society of American Archivists' Distinguished Service Award, utilizes the services of four professional archivists, the equivalent of one clerk-typist, and eight to ten student assistants. Last year this archives agency organized and cataloged 1,300 cubic feet of records; the Archives division has no data available on the quantity of records organized.

Though the above data indicates staff size is in proper proportion to activities, there are two main areas where the number of staff is inadequate. One is the field service operation. If the program of identification and collection of manuscripts and historical library materials is to be upgraded to meet the demands of future scholars then additional assistance is necessary. Wisconsin, which has a very extensive collecting program, employs three professional persons and a clerk-typist to staff the program while many other historical societies and universities actively involved in this area utilize the full-time services of at least two field representatives. Correspondingly, an increase in the collecting program will necessitate the employment of additional manuscript curators. At Wisconsin the ratio of manuscript curators to field representatives is two to one and at many institutions the ratio is much higher. Although Indiana does have two field representatives, one in the Smith Library, the other attached to the Indiana Division, the fact that they operate in competition with each other reduces the effectiveness of their service to the people of Indiana.

The other area needing additional staff is the archival program. The present program is rudimentary and underdeveloped. If the division is to properly exercise its essential functions of records evaluation, acquisition, and organization and particularly, if it is to develop a much-needed program for the care of county and local records then additional staff personnel are a necessity. Indicative of the low priority given to the archival program is the fact that only one new staff position has been created in the past decade.

From an examination of methods and techniques and work allocations, it is evident that staff services could be utilized in a more effective manner.

An analysis of the 1968 Personnel Bureau Classification Questionnaires show eleven out of the twelve professional librarians engaged in some reference-reader service activities ranging from 10% to 77% of the individual's time, or the equivalent of five professional positions. An analysis of staff time expended in servicing in-person, telephone, and mail reference requests revealed that in the three divisions 4,595 man hours were spent in answering 18,003 requests for an average of fifteen minutes per inquiry. By comparison, a sample survey by the Burton Historical Collection of the Detroit Public Library revealed that 68% of the in-person and telephone requests were handled in under five minutes while only 3% required over fifteen minutes to answer. Further, the Ohio Historical Society and the Michigan Unit of the Michigan State Library reported that they devoted the equivalent time of only two professional librarians to this activity. Admittedly, the three divisions have a high reference count and the quality of reference is commendably high. High priority is given to supplying quick, comprehensive information service to state government. It is obvious, however, that the State Library needs to establish a more clear cut policy on what constitutes legitimate reference service for historians and other scholars. It is a generally accepted proposition that it is the archivist's or historical librarian's duty to provide information about his resources and to supply data that can be obtained from finding aids rather than to conduct extensive searches in the records himself. However, this proposition presupposes the existence of adequate controls and finding aids. In the Archives Division, for example, such controls are practically non-existent; one archivist admitted he has spent upwards of two hours attempting to locate material in the stacks.

By contrast the equally important functions of acquisition, organization, and description of historical materials receives little attention, with the equivalent of four professional positions devoted to these functions. (As a result of a reference position vacancy, the manuscripts librarian, at present, is not organizing any manuscript collection, thus, temporarily reducing the above figure.) In similar operations in other states the ratio of reference personnel to technical processing staff ranges from 1 to 3 to 1 to 5.

The questionnaires and interviews also revealed need for additional clerical and non-professional staff. The acting head of one division reported "I type my own letters." Another librarian said one of his duties was sweeping the floor of the Kentucky Avenue Warehouse. Two librarians allocated 5% of their time to typing catalog cards, while other professional librarians reported they spend time xeroxing collections, taking photostat orders, and filing correspondence. The fact that the 1966 archival survey, cited earlier, listed Indiana very high in number of professional positions but medium in overall staff suggests that the division is not making sufficient use of para-professional and clerical personnel to perform the numerous routine archival tasks.

The need for greater supervision and coordination of staff activities is illustrated by the field service operation. In 1967-1968 the field representative made one hundred twenty-three field trips covering 17,500 miles. These figures are commendable, even phenomenal, yet they suggest (and this was substantiated by the division head) a lack of careful planning and efficiency in carrying out field activities. These statistics reflect a large number of short sorties into the state in search of a particular collection or potential donor rather than longer and more comprehensive trips designed to contact several donors in a county or a group of counties. Field trips need to be carefully planned and often of extended duration if the representative is to avoid spending most of his time at the wheel of an automobile.

Space and Facilities

The Archives, Indiana, and Genealogy Division and the Smith Library are allocated 38,343 square feet of administrative and storage space in the Library and Historical Building as follows: State Archives, 19,848; Indiana Division, 11,949; Genealogy, 2,991; and the Smith Library, 3,475. In addition, the Archives Division has 4,662 square feet of storage space in the Kentucky Avenue Warehouse maintained by the Department of Administration. Meaningful statistics on space allocations in other state historical-archival agencies are not available, but Indiana devotes as much space to these activities as do many similar operations I have visited. The efficient use of space is hampered by the unfortunate functional design of the building, yet there are many instances where the Indiana and Archives Divisions are not making adequate use of what space they do have.

In archives, for example, I estimate that from two to three fifths of the holdings are semi-active non-permanent records which should be held in a records center. If this were done, considerable space would be freed for the better physical arrangement and organization of the division's permanent holdings. (This same conclusion was reached by Dr. Ernst Posner in his brief study of the Indiana Archives.) The use of the large basement storage area (approximately 7,800 square feet) for records storage is restricted by the failure to install compact shelving, adequate lighting, and ventilation. The storage space in the two main stack levels could be doubled by the installation of wider shelving that would permit the storage of records on both sides of a range and by placing shelving along the main stack aisle. The former archivist reported that because of poor storage facilities, a good deal of time was spent in shifting records.

By retaining the original copy of the New York Times 1913-1947, rather than purchasing microfilm copy, the newspaper section has tied up three ranges that are badly needed for other newspaper storage. It was not clear whether the library is receiving a microfilm copy of every Indiana newspaper currently being filmed commercially. Library holdings should be checked against microfilm check lists issued by such firms as Micro-Photo and University Microfilms.

The large Indiana Room is a maze of reading areas, and storage facilities. The staff, quite understandably, attempts to keep large segments of research materials in close proximity to the reading area. Yet the scores of filing cabinets used for the storage of research materials have restricted the efficient use of the room for processing, administrative, and reader service activities. No longer do most modern historical libraries utilize expensive file cabinets for the storage of photographs, pamphlets, scrapbooks, and clippings, but rather they use standard archival document boxes that permit the shelving of this type of material in a regular stack area.

The division stores its manuscript collection in a vault (30 X 30 feet) which is overcrowded and cluttered, yet the use of this area is further restricted by the present shelving system, by which collections are shelved alphabetically by title under one of three classifications. Such a system necessitates leaving gaps in the storage area to accommodate future additions and, even then, it is frequently necessary to shift materials to maintain the alphabetical sequence of the collections. Larger manuscripts libraries are abandoning this type of system in favor of a more efficient shelving method which permits the non-sequential shelving of material through the use of a collection locator file or by simply noting the location (floor, range, section and shelf) on the catalog card. Both the general appearance of this area and the archives stacks does little to inspire the confidence of either state officials or private donors that their records will be well cared for in the State Library.

The Indiana Division would pick up badly needed storage space if shelving were installed in the second floor room where incoming accessions are now stored on the floor.

Other facilities are not used to capacity. For example, the Genealogy reading room is often filled to capacity, while the contiguous and connected reading area of the Indiana Division, according to the division head, is seldom crowded. Yet the latter area is not used for overflow of Genealogy patrons. The Indiana Division also maintains a separate reading area for manuscripts patrons. Because manuscripts should always be used under supervision, the maintenance of this reading area further proliferates staff activities and the functional uses of the Indiana Room.

The use of microfilm reading equipment is another example of inefficient use of facilities. The Genealogy Division, with a battery of nine microfilm readings, on occasion must limit the patron use of readers to one hour, while the Archives Division has five readers that are seldom, if ever, all in use at one time. Yet the acting archivist could not recall any use of these machines by the patron overflow from the Genealogical Division. The Indiana Division also has one reader which is not in constant use, making a total of fifteen readers for the three Divisions, a number more than sufficient to handle the present demands of the three units.

Statutory Provisions

Indiana's public record statutes do not provide adequate statutory authority for a modern and comprehensive archival program.

The basic archives statute, the Commission on Public Records Act of 1935 does not provide a sufficiently comprehensive definition of what constitutes public records and the requirement that all records be retained in their office of origin for three years is arbitrary and bears no relationship to the actual administrative usefulness of the records (some records, for example, serve their purpose almost immediately).

Most serious, however, are the provisions of the Department of Administration Act of 1961 (chapter 269) which conflict with the 1935 law. The 1961 Act, completely ignoring the role of the Commission on Public Records and the Archives Division, empowers the Department of Administration to "prescribe and enforce schedules for record retention, destruction, or transfer to a records center," with no provision for the eventual transfer of permanent valuable records from a record center to the State Archives. Further, in a document, "Department of Administration, Functional Organization," April 1, 1962, the Department announced that it was preparing general disposition schedules which would permit agencies to destroy certain records without the approval of the Commission on Public Records.

The archival responsibilities of the Commission and Archives Division were further curtailed by an Attorney General's opinion (No. 23, March 23, 1962) which limited the jurisdiction of the Commission to "reviewing all public records to prevent the inadvertent destruction of documents of less obvious official use or historical worth," and of the Archives to "that part of the State's archives, devoted to historical documents," giving the Department of Administration jurisdiction over "so much of the State's archives as are devoted to public records." (Apparently the Attorney General was not asked whether his opinions constituted an official record or a historic document.)

The result of the 1961 Act and this 1962 legal opinion is that the Department of Administration now has certain archival responsibilities it is ill prepared to exercise. This twisted legal situation raises questions about whether the Commission on Public Records and the State Library have paid sufficient attention to pending legislation affecting their interests.

Many historians have commented on the historical importance of Indiana county records, yet the State Archives has little or no control over the ultimate fate of these public documents. The County Commission Act of 1939 provides no review authority in the disposition of records by either the Commission on Public Records or the State Archivist.

Further, a 1963 amendment provides that records first be offered to the county historical society and if the said society cannot care for the records, they may, on request, be transferred to the State Archives. Consequently many valuable records have been destroyed, for most county societies are particularly ill-equipped and staffed to provide for these records, and the State Archives has lacked the staff and facilities to accept custody. Senate Enrolled Act 61 of 1967, which was vetoed by the governor, did give the State Library responsibility for collecting and preserving the currently produced public documents by all "political subdivisions of the state."

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IV

RECOMMENDATIONS

With its comprehensive statutory authority and its long tradition of activity, the State Library has an adequate base on which to build a first-rate, archival-library historical program. At present, the major obstacle to such a program is the organization of these activities within the State Library. The following recommendations are aimed at strengthening the State Library's historical resources and services.

Recommendation Number 1.

The State Library should establish a Center for Indiana History which includes the Archives, Indiana and Genealogy Divisions.

The reorganization would give the library's historical activities a distinctive identity, achieve greater coordination and unified direction, and utilize more effectively the available personnel and facilities.

The Center should form one of the major divisions of the State Library and should be under the direction of an archivist-historian who would serve as director and state archivist (see recommendation on personnel). Aside from overall direction of the Center's program, the Center director would be directly responsible under the state librarian for liaison with the Commission on Public Records and the Department of Administration, and with the state's major historical groups. Because the work of identification and collection of historical library materials affects all Center resource programs the field service function should be a unit directly responsible to the Center's director, rather than attached as it presently is, to the Indiana Division.

The Center for Indiana History should be divided into two main units: the Division of Archives and Manuscripts, and the Division of Genealogy and History Collections.

Division of Archives and Manuscripts. The present Archives Division would form the nucleus of this new section, which would be under the supervision of the assistant state archivist. It is now widely recognized in the archival profession that both custodians of public records and curators of private manuscripts share a common methodology, as well as similar procedures and techniques in the organization, administration, care, and storage of these unpublished resources. Therefore, the manuscripts function of the present Indiana Division should be transferred to this reorganized division. In recent years such institutions as the Ohio Historical Society and the State Historical Society of Wisconsin have merged the archives and manuscripts functions in a common division with very salutary results and many major archival agencies now operate a combined division of archives and manuscripts.

Similarly, most archivists and manuscript curators now hold that the organization of iconographic collections--prints, pictures, and photographs--properly constitute part of the archival function. Therefore, it is recommended that the pictorial collections be transferred from the present Indiana Division to this new section.

The major responsibilities of this new division would be (1) the administration of the permanently valuable non-current records of the State of Indiana; (2) the development of a systematic program for the legal transfer and proper administration of county and local government archival records; (3) the management of non-public records and private papers--the so-called "historical manuscripts"; (4) the administration of the iconographic collections; (5) the operation of the photographic laboratory by the most approved standards; (6) the development of a program to produce adequate guides, finding aids, and other bibliographic controls to its holdings; (7) a publications and informational program to inform the division's many interested publics of its holdings and services.

Division of Genealogy and History Collections. The major functions of the present Indiana and Genealogy divisions would be combined to form this new division. Though the Genealogy Division is a well administered unit, its functions, facilities, and holdings in several areas overlap those of the Indiana Division. The combining of these two sections would provide greater staff flexibility and result in greater efficiency through the maintenance of a joint reading area, a single reference staff, and through the joint acquisition, storage, and retrieval of resources. The supervision of the new division should be under a Librarian IV, who would be responsible for overall acquisitions, policies and the administration and servicing of the division's holdings.

The acquisition and bibliographic control of newspaper collections is properly a library function; therefore the Newspaper Section of the Archives Division should be either transferred to this new division or to the General Reference Division. (The Newspaper Section is well maintained and its location in the proposed Center is not a very crucial matter.)

Responsibility for current (non-archival) state documents might be transferred to the General Reference Division, or might be given to the Division of Genealogy and History.

I would suggest that the careful consideration be given to the operation of a common microforms reading and storage area, in view of the very great efficiency to be gained.

Recommentation Number 2.

The William Henry Smith Memorial Library Collections should be merged with those of the Center for Indiana History.

The combined resources of the Smith Library and the Indiana Division, properly administered, would give the people of Indiana, and the nation a comprehensive state historical collection of considerable distinction, such as the original agreement of 1931 envisioned.

Both this agreement and the accord governing the Darrach Library provide an excellent example of how the problem-ridden situation could be solved to the mutual satisfaction of the State Library and the Historical Society. Using these earlier agreements as a basis of negotiation, it is suggested that the State Library and the Historical Society agree to:

1. House the William Henry Smith Memorial Library in the Center for Indiana History in the broader interest of historical research.

2. Preserve the identity and ownership of the collection by providing all materials in the Smith Collection with appropriate book plate or box label, thus permitting the integrated shelving of these materials

with the holdings of the Center.

3. Further preserve the identity of the collection by compiling and publishing a guide or catalog to the Smith Collection.

4. Charge the staff of the Center with the care, preservation, and administration (including cataloging and bibliographic services) of the Smith Collection.

5. Continue to allocate the income of the Smith Endowment to the maintenance and expansion of the Smith Collection in accordance with the provision of the Delevan Smith bequest.

6. Maintain the interests of the Historical Society in the Smith Collection through the Society's present Library Committee. This committee, expanded to include a representative of the Center and of the State Library, would constitute an advisory committee on all matters affecting the

Smith Library.

Under this arrangement, the Historical Society would be relieved of maintaining a competing library and could devote funds (other than the Smith Endowment) that will be necessary to sustain the Society's projected library improvement program to other important Society programs. In turn, the State Library will regain the use of 3,475 square feet of badly needed building space for other library programs.

Recommendation Number 3.

The State Library and Historical Board, in their long range planning, should consider the eventual consolidation of all historical activities of the Library and Historical Department within the framework of the proposed Center for Indiana History.

Based on the organizational structure of the better historical agencies in other states, the Historical Bureau's functions, if assigned to the Center, should be the responsibility of a Publications Division.

Recommendation Number 4.

Personnel presently assigned to the Archives and the Indiana Divisions should be reallocated to the Center for Indiana History.

Director's Office

Director and State Archivist (Archivist V).	Present position is that of State Archivist in the Archives Division
Field Representative (Archivist III).	Present position is that of Field Representative in the Indiana Division.
Clerk-typist (III).	Allocated from one of the five clerk-typist positions in the three divisions.

Division of Archives and Manuscripts

Assistant State Archivist and Head (Archivist IV).	Present position is Assistant Archivist in the Archives Division.
Manuscripts Curator (Archivist III).	Present position is Manuscripts Librarian in the Indiana Division.
Assistant Manuscripts Curator (Archivist II).	Present position is Reference Librarian in the Indiana Division.

No change is recommended in the clerical and photoduplication section staff.

Division of Genealogy and History Collections

Head Librarian (Librarian IV)	Present position is head of either the Indiana or Genealogy Divisions.

Head of Reference and Patron Services (Librarian III).	Present position is head of either the Indiana or Genealogy Divisions
Assistant Reference Librarian (Librarian II).	Present position is assistant librarian in the Genealogy Division.
Assistant Librarian for Genealogy Resources (Librarian II).	Present position is assistant librarian in the Genealogy Division.
Assistant Librarian for Historical Collections (Librarian II).	Present position is Reference Librarian in the Indiana Division.

No change is recommended in the page and clerical positions.

Recommendation Number 5.

A new personnel series for archivists should be added to the State Library manning table.

In the United States the vast majority of professional archivists have been trained in history and the social sciences rather than in library science. If the State Library is to attract archival personnel with proper training and experience it must establish separate qualifications for staff archivists. The present library degree requirement should be dropped for all archivist positions. The following are proposed

CENTER FOR INDIANA HISTORY - PROPOSED ORGANIZATION CHART

State Librarian

Director and State Archivist

Field Representative

Clerk-typist

Division of Archives and Manuscripts

Assistant State Archivist and Head

Assistant Archivist

Manuscripts Curator

Assistant Manuscripts Curator

Clerk-typist

Clerk-typist

Photoduplication Laboratory Supervisor

Duplicating Machine Operator

Duplicating Machine Operator

Duplicating Machine Operator (half-time)

Division of Genealogy and History Collections

Head Librarian

Head of Reference and Patron Services

Assistant Reference Librarian

Assistant Librarian for Genealogy Resources

Assistant Librarian for Newspapers (unless these are transferred to Reference)

Assistant Librarian for Historical Collections

Clerk-typist

Clerk-typist

Page

qualification standards and salary range for archivists.

Archivist Series Classification

Archivist I (Assistant). Salary range, $7,780-$8,260

Knowledge and Abilities Required. Ability to do research and aid others in locating desired material. Ability to plan and systematically organize work. Ability to establish and maintain effective working relationships and to deal with the public.

Training and Experience Required. Training equivalent to that achieved through attainment of a bachelor's degree in one of the social sciences or humanities.

Archivist II (Junior Archivist). Salary range, $8,700-$10,500

Knowledge and Abilities Required. In addition to those at the I level, knowledge of American history and/or government with an emphasis on state and local units. Knowledge of archival organization and procedures. Ability to plan and supervise the work of assistants.

Training and Experience Required. Training equivalent to that achieved through attainment of a master's degree in one of the social sciences or humanities, prefably in American history or government.

Archivist III (Senior Archivist). Salary Range, $9,780-$11,820

Knowledge and Abilities Required. In addition to those at the II level, a thorough knowledge of reference materials, classification plans and the care and use of archival materials.

Training and Experience Required. Training equivalent to that achieved through the attainment of a master's degree in the social sciences or humanities and two years of pertinent archival or manuscripts work.

Archivist IV (Assistant State Archivist).
Salary range,
$10,500-$12,780

Knowledge and Abilities Required. In addition to those at the III level, the ability to develop programs, policies and carry them through to completion. Demonstrated ability to work with state officials.

Training and Experience Required. In addition to that of the III level, at least three years of pertinent archival work where the person demonstrated successful program development and administrative abilities.

Archivist V (State Archivist and Director).
Salary range,
$14,000-$18,000.

Knowledge and Abilities Required. Similar to that of the IV level except that a broader knowledge of archival and manuscripts work and more administrative abilities are required. In addition, demonstrated ability to work with and be accepted by members of the university community.

Training and Experience Required. Training equivalent to that achieved through attainment of a doctorate in the social sciences or humanities with four years of archival work in which the person demonstrated successful program development and administrative abilities.

With the exception of the State Archivist, salary ranges of this series should be compatible with the recently revised Librarian Series (see Appendix B).

Recommendation Number 6.

The positions of the State Archivist, the Assistant Archivist and the Librarian II in Charge of Manuscripts should be reclassified.

The position of State Archivist and Director of the Center for Indiana History should be given a new classification in the salary range of $14,000-$18,000.

The position of the Assistant Archivist (Librarian II) should be reclassified to that of Archivist IV to give the position of Division Head and Assistant State Archivist compatibility with the other library division heads. The position of manuscripts curator (Librarian II) should be reclassified to that of Archivist III given the additional planning and supervisory duties an upgraded manuscripts program will require. Such a reclassification would bring this position into line with that held by the majority of curators in other archival agencies. Further, it virtually would be impossible to hire a person with the required training and abilities at a lower level.

It is recommended that the Archivist and Librarian I positions in the Center be considered as probationary and apprentice in nature and that personnel in this classification be raised to the II level after a maximum of two years of satisfactory work.

It is suggested that the State Librarian utilize the placement service of the Society of American

Archivists and the American Association for State and Local History as well as library channels in recruiting personnel for the Center for Indiana History.

Recommendation Number 7.

As the Center for Indiana History begins to function additional personnel should be budgeted.

Though the proposed reorganization of the Library's functions can be accomplished without additional personnel, this fact should not imply that the Center's programs can be effectively carried out without additional personnel.

Given the underdeveloped status of the archival program and the virtual non-existence of a county and local records program the staff is seriously short. If the duties of the State Archivist are enlarged to include those of Director of the Center, the archives will be even more undermanned. It is imperative that two Junior Archivists (Archivists II) be assigned to the staff if the Center is to adequately exercise its appraisal and review functions, to make substantial progress in bringing its holdings under effective control, and to launch a program for the care and preservation of county and local records.

If the library is to upgrade its present modest program for the identification and collection of manuscripts and historical library materials as well as the acquisition of county archives, an Assistant Field Service Representative (Archivist I) should be added to the staff. This may well be the field representative already working with the Smith Library . The resulting materials input of an accelerated manuscripts collection program will make it necessary to add an additional Assistant Manuscripts Curator (Archivist II) position.

To release the Center's archivists and librarians from many of the routine tasks they are now performing, two additional non-professional personnel should be added to the staff and the budget for student assistants should be increased by a minimum of $2,000.

The value of utilizing the services of high level non-professional, clerical, part-time student personnel to perform many of the more routine tasks involved in the management of archives and manuscripts has been demonstrated by such archival agencies as the Public Archives of Canada, the National Archives, and the State Historical Society of Wisconsin. These agencies have found the use of non-professionals greatly increased staff efficiency by releasing archivists and librarians from routine tasks for the more demanding work of appraisal, organization, and description of their holdings. The non-professional is vital where budget limitations threaten the archival program (for example, in 1966-1967, the Division of Archives and Manuscripts in a midwestern state historical society utilized the manhours equivalent to six full-time personnel at a cost of only $9,056 by hiring student assistants, most of whom worked under the Federal work-study program).

Recommendation Number 8.

The State Library should encourage greater involvement and participation by professional staff in the activities of the archival and historical agency profession.

Junior staff members should be encouraged to attend the summer seminars or institutes on archives-manuscripts or historical agencies administration such as those offered by the National Archives, the Universities of Denver, Wisconsin, and Illinois, and the New York State Historical Association and the Institute of Early American Culture at Williamsburg. Part or all of the staff member's expenses should be defrayed by the state.

To keep the staff abreast of recent developments the budget should include an allocation for attendance at meetings of special librarians, and the annual conference of the Society of American Archivists, the American Association for State and Local History as well as symposia and seminars sponsored by the two latter organizations. These two organizations usually meet in a city that has a notable archival or historical agency, thus giving the staff a much-needed opportunity to inspect other archival-historical library operations.

Recommendation Number 9.

The State Library should authorize a thorough study of its archival program.

The underdeveloped state of Indiana's archival program has been emphasized throughout this report. In almost every phase of activity the program is substandard. However, both the limits and the broader focus of this study have precluded the detailed and in-depth examination of archival programs, procedures, and holdings that is necessary if such a report is to form a basis for upgrading the operation. This study should give special attention to the following:

The reappraisal of present holdings to identify those semi-active non-archival records now maintained by the division that properly belong in the state's record center.

The conflicting role of the Commission on Public Records and the Department of Administration in the disposition of public records and what practical steps should be taken to give the state archivist a greater voice in this process.

The archives' lack of physical and descriptive control over its holdings at all levels of activity--accessioning, organization, and reference service. Special attention should be given to present reference activity.

The priority and reallocation of staff duties and the need for additional professional and non-professional positions.

The implementation of improved techniques for the rehabilitation, preservation, and proper storage of records.

The development of a comprehensive program for the care and administration of county and local archives. The study should examine carefully the regional depository systems now maintained by the state archival agency in Illinois, Michigan, Ohio and Wisconsin for the storage and service of these records.

The development of an effective program to inform the state and local governmental officials, the academic community, the genealogist, and other interested publics about the programs, resources, and services of the State Archives.

Recommendation Number 10.

If a Center for Indiana History is established, its director should give priority to the following program improvements.

The reappraisal and upgrading of the present acquisitions and collecting program.

The improvement of methods and techniques for the proper care and preservation of published and manuscript historical materials. Special attention should be given to more efficient storage methods for the newspapers and the non-book material in the Indiana Division.

A review of present procedures and techniques for the arrangement and description of manuscript collections.

Program priorities, in particular, the finding aids and indexing activities.

The development of an informational program to stimulate use of historical resources.

Recommendation Number 11.

The Indiana Division should reconsider its decision to retain the Dewey Classification.

At present the division has 83,340 items classified by the Dewey system (36,513 books, 43,292 pamphlets, and 5,535 maps). The considerable future savings and efficiencies to be gained by the conversion to Library of Congress should be weighed against the cost of the changeover.

Recommendation Number 12.

The Oral History Program should be redefined and reduced in scope.

Given the inordinate time and financial requirement of a first-rate oral history program, it is recommended that field representatives limit the present program primarily to interviews designed to supplement information found in the manuscripts collection. Too many historical libraries have rushed into an oral history program with no understanding of the staff research and editorial and clerical assistance necessary to provide a worthwhile recording. (The cost of a recent oral history project at Wayne State University involving labor leaders was calculated at $500 for each interview.)

Recommendation Number 13.

The State Library should provide a distinct and separate budget for the proposed Center and the Center's Director should have the major responsibility for the formulation of this budget.

Recommendation Number 14.

The statutes governing the disposition and preservation of public records should be amended to include the following provisions.

Commission on Public Records Act

1. As the state official most concerned and knowledgable about the disposition of records, the State Archivist should have representation on the Commission. By training and experience he is well qualified to serve as the Commission's secretary, replacing the State Librarian in the position. Prior to statutory revision, the State Archivist should attend every meeting of the Commission to give advice and counsel.
2. The definition of public records should be

clarified and made more comprehensive. The following is a widely accepted definition of public records by the archival profession:

> The papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics, made or received by any government agency or official of the State of Indiana and its political subdivisions in pursuance of its legal obligations or in connection with the transaction of its business and preserved or appropriate for preservation by that agency or official or its (his) legitimate successor as evidence of its organization, functions, policies, decisions, procedures, operations, or other activities or because of the informational value of the data contained therein.

3. The Act should provide for the review and approval of all records disposition requests by the State Archivist.
4. The Commission should be empowered to specify or approve standards for the microfilming of permanently valuable records.
5. The Act should include legal provision for the replevin of public records that have been illegally removed from official custody.
6. The State Archivist should have an official seal and authority to certify copies of

records in his custody.

Department of Administration Act.

1. The Act should provide for the review and approval by the Archivist and the Commission on Public Records of all disposal schedules, both specific and general, for the destruction, transfer, or microfilming of public records. The Act should also provide for the eventual transfer of all permanently valuable records to the State Archives. (No records should be accepted in a records center without a terminal date for either destruction or transfer to the Archives.)
2. The definition of public records in the Act should be made consistent with the definition in the Commission on Public Records and County Commissions Acts.
3. Provision should be made to ensure retention of records having informational value as well as those having legal, official, or administrative value.

County Commissions Act

1. The Act should provide for the review and approval of the State Archivist of all disposition requests submitted to the County Commission on Public Records.
2. The definition of public records should be made more comprehensive.
3. The Act should provide for the transfer of permanently valuable records to the custody of the State Archives with the county historical society having first option to the records.
4. The Act should specify microfilm standards for permanently valuable records.
5. The Act should include legal provision for the replevin of public records that have been illegally removed from official custody.

Recommendation Number 15.

The State Library should conduct a study of storage requirements and utilization of the 35,000 square feet now devoted to archival historical activities.

APPENDIX

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APPENDIX A

A SELECTIVE GLOSSARY OF TERMS

(From Ernst Posner, American State Archives, 1964)

Accession--(1,vb.) To take into the custody of an archival agency records from their creating or former custodial agency; (2, n.) an accumulation of records so transferred.

Appraisal--The process of determining the retention value of records, based on a study of their content, their arrangement, and their relationships to other records. Also termed "evaluation."

Archival Agency--An agency charged with identifying, appraising, assembling, preserving, arranging, describing, and providing reference service on archives (q. v.) and with authorizing the destruction of records of transitory value.

Archives--Records of a government agency or other organization or institution having enduring values because of the information they contain. The term is also applied to the records of families and individuals, especially if consciously organized for preservation.

Archives Box--A container, usually of high-grade cardboard with pH neutral, for the packing and shelving of archives.

Arrangement--The organization of the holdings of an archival agency in accordance with the principle of provenance.

Calendar--A finding aid consisting of abstracts of individual documents chronologically arranged. Calendars may be so detailed that reference to the originals is unnecessary.

Classification--The process of assigning records to their places in an established "scheme of classes" in which they are normally retained after their transfer to the archival agency.

Description--The preparation of finding aids (q.v.) in the archival agency.

Finding Aids--The descriptive media prepared by the archival agency for the dual purpose of controlling its holdings and facilitating the finding of records or of information in the records. Finding aids include guides, inventories, shelf-lists, and calendars (q.v.).

Guide--A finding aid describing briefly all or part of the holdings of an archival agency.

Historical Manuscripts--This term may cover "(1) bodies or groups of papers with organic unity, in the nature of archives, personal or institutional; (2) artificial collections of manuscripts acquired by a private collector from various sources, usually gathered according to plan but without regard for respect des fonds; (3) individual manuscripts acquired by the repository for their special importance to research and comprising a collection of what, for want of a better term, are sometimes called 'miscellaneous manuscripts.'" For unorganized papers of a personal nature the term historical manuscripts is now being superseded by the term "private paper." For "bodies or groups of papers with organic unity" the term "archives" is preferred.

Inventory--A descriptive list, usually by series, of the records, or part of the records, of an agency, institution, or organization.

Lamination--A process, normally preceded by de-acidification, of reinforcing a fragile or damaged document by enclosing in between sheets of transparent material, such as cellulose acetate foil, and bonding it to the material by the application of heat and pressure.

Record Group--This concept, as first used in the National Archives and subsequently adopted by many state archival agencies, designates "major archival unit established somewhat arbitrarily with due regard to the principle of provenance and to the desirability of making the unit of covenient size and character for the work of arrangement and description and for the publication of inventories." Normally the unit consists of the permanently valuable records of an agency, institution, or organization and is made up of a number of series (q.v.).

Records--The papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics, made or received by any government agency or private institution or organization in pursuance of its legal obligations or in connection with the transaction of its business and preserved or appropriate for preservation by that agency, institution, or organization or its legitimate successor as evidence of its organization, functions, policies, decisions, procedures, operations, or other activities or because of the informational value of data contained therein.

Records Center--A facility, sometimes called a record center, for the storing, servicing, and processing of records that need not be retained in office space but must be kept for varying periods of time before their ultimate disposition (see Records Disposition.)

Records Disposition--Actions taken to deal with records that are no longer needed for the current business of an agency, institution, or organization. These actions include destruction, transfer to a records center for temporary storage, reproduction on microfilm and subsequent destruction, and transfer to an archival agency for permanent preservation.

Records Management--The ensemble of practices designed to achieve efficient and economical creation, maintenance, and disposition of records. It involves developing standards, procedures, and techniques for managing correspondence, forms, mail and files and includes control of office filing equipment and supplies, scheduling records for disposition and administering their storage, documenting agency activities, and undertaking surveys and audits of records operations.

Retention and Disposal Schedule--A document (also called records control schedule) that, for the series of repetitive records of an agency, institution, or organization, states the periods of time for which they are to be retained in agency space; the periods of time for which they must be retained in a records center; and the periods of time or the events after which they shall be destroyed or if of permanent value, microfilmed as a means of reducing their bulk or transferred to the archival agency.

Series--A sequence of records classified and filed in accordance with a filing system.

APPENDIX B

SELECTED STATE ARCHIVAL SALARIES--FEBRUARY 1969

	California (July 1, 1968)	Illinois	Maryland (1967)	Michigan
State Archivist	$11,976-$14,556	$14,400-$20,400	$17,000	$ 9,500-$12,319
Archivist IV	- - - - - - - - -	$10,380-$14,400	$10,498-$13,789	- - - - - - - - -
Archivist III	$ 9,852-$11,967	$ 6,900-$ 9,540	$ 8,676-$11,396	$ 7,955-$10,147
Archivist II	$ 8,520-$10,356	$ 6,110-$ 8,700	$ 7,887-$10,360	$ 7,328-$ 9,804
Archivist I	- - - - - - - - -	$ 5,760-$ 8,340	$ 7,170-$ 9,417	$ 6,368-$ 7,955

	New Jersey	North Carolina	Wisconsin
State Archivist	$13,895-$18,065	$11,376-$14,472	$14,100
Archivist IV	$12,603-$16,383	$ 9,384-$11,940	$10,908-$13,848
Archivist III	$10,887-$14,151	$ 8,520-$10,848	$ 9,252-$11,484
Archivist II	$ 9,405-$12,225	$ 7,380-$ 9,384	$ 7,848-$ 9,804
Archivist I	$ 7,018-$ 9,124	$ 6,708-$ 8,520	$ 6,720-$ 8,352

ADDITIONAL STATE ARCHIVIST SALARIES

Colorado	(present)	$11,580-$14,618
Colorado	(proposed)	$13,512-$18,100
Maine		$14,500
Minnesota		$ 9,744-$13,872
Oregon		$10,140-$12,366
Virginia		$14,328
Washington		$10,380-$13,248

Indiana (Recommended)

Librarian or Archivist I	$ 7,780-$ 8,260
Librarian or Archivist II	$ 8,700-$10,500
Librarian or Archivist III	$ 9,780-$11,820
Librarian or Archivist IV	$10,500-$12,780
Librarian V	$11,340-$14,800
Archivist V	$14,000-$18,000

APPENDIX C

Points of Agreement
between
The Indiana Historical Society
and the
Indiana State Library and Historical Board
Relating to
The William Henry Smith Memorial Library

June 12, 1931.

Preamble

In order to adequately carry out the will and desires of the late Mr. Delavan Smith as we understand them and to best meet the opportunities of service which he has made possible to this state, in which he labored so long and fruitfully, and in accordance with the following clause from his last will and testament, we have drawn up in agreement the points submitted herewith. The following is from the Will:

> "I give and bequeath to the Indiana Historical Association one hundred and fifty thousand dollars (150,000) for the erection of an assembly room, library stack room, museum, reading room, etc., for the use of the Association, the bequest being for the purpose of endowment for building, operation and purchase of books. I also give and bequeath to said Association my library at my home in Lake Forest largely of Americana, to be the nucleus of a permanent library for the Association. The whole to be a memorial to my father, William Henry Smith. Books not suitable for the purposes of the Association may be disposed of and the proceeds invested in books to replace those sold."

It is our sincere wish that the terms thus agreed upon may fitly honor the donor, Mr. Delavan Smith, and his father, William Henry Smith, a sound scholar and writer of American history, whose memorial this library shall be; that its resources and care shall receive the heartiest support and efforts of both signatories hereto and our state authorities, and that all may be to the perpetuation of the finest memories and highest ideals of our state and nation.

The Indiana Historical Society.

1. Will designate this library as the William Henry Smith Memorial Library of the Indiana Historical Society, provide a proper bookplate and ownership marks, and in its development will devote special attention to acquisitions in the field of rare and valuable books, pamphlets, manuscripts, maps, prints, broadsides, photographs, and like material relating to Indiana and American history.

2. Will conduct the William Henry Smith Memorial Library of the Indiana Historical Society as a public reference library. Its books and other material shall not be used for general public circulation, but remain within the library for use and consultation by all students and scholars, whether members of the Indiana Historical Society or not. For the better care and preservation of rare and expensive material, it is expected that only those with serious study or scholarly research in hand will be generally admitted.

3. Will, in general, keep the Smith Memorial Library open the same hours as those of the State Library. Attendants of the State Library shall have access for reference purposes to books in the Smith Library when it is not open.

4. Will appoint the Director of the Indiana State Library as Director of the Smith Memorial Library, in which capacity, he shall have charge of the administration of said library, and he shall serve subject to the control vested in the Library Committee of the Indiana Historical Society.

5. Will permit the transfer and deposit of such books, pamphlets and like material acquired by the William Henry Smith Memorial Library of the Indiana Historical Society as may not be suitable for use in carrying out its purpose to the Indiana State Library for reference or lending use therein, such deposits to be duly identified, and remain the property of the Indiana Historical Society; provided that such books or other material not suitable or desirable for such deposit or transfer will be disposed of to the benefit of the Smith Memorial Library.

6. Will vest its management of the William Henry Smith Memorial Library in a Library Committee which shall represent the Society in all matters of control, maintenance, and development of the Library and in the relations of said Library to the Indiana State Library and its Board of Trustees, subject to the provisions of the Constitution of the Indiana Historical Society, and to control by the Society as provided in its Constitution.

The Indiana State Library and Historical Board

1. Will provide space for the William Henry Smith Memorial Library of the Indiana Historical Society in a separate room in the State Library and Historical Building, setting aside something over 2,000 square feet for public reading room and book shelving. (This should provide space for a minimum capacity of 15,000 volumes, which might be increased with a mezzanine book case arrangement in the future, to 25,000 volumes, and a reader capacity of 25 to 40 persons, besides necessary desks, files, etc.) Storage space in the general book stack will be set aside additionally when needed. Arrangements for a suitable memorial tablet will be permitted if desired by the Society.

2. Will spend approximately in proportion the same amount as provided throughout the library and historical building for the fixed equipment of the Smith Memorial Library quarters, and will permit the Historical Society to add to such equipment and furnishings as may be deemed advisable, subject to the approval of the Director of the State Library; equipment and furnishings so provided, which are not fixtures, to remain the property of the respective parties.

3. Will permit the use of its bibliographical resources and will attempt to keep these up to date in lines being developed in both the Smith Memorial Library and the State Library.

4. Will provide in its budget for a librarian of the Smith Memorial Library who is a college graduate with at least one year's professional library training and a background of study in American history. Appointment shall be made subject to the approval of the Library Committee of the Indiana Historical Society. It is understood that this appointment is an addition to the regular staff of the State Library and is contingent upon legislative appropriation therefor.

5. Will permit the transfer and deposit of rare and valuable non-circulating reference material in the special fields covered by the Smith Memorial Library, either in book or other form, from the State Library collection to the Smith Memorial Library for use in connection with the reference collection therein, provided that the ownership of such transferred books and material shall remain with the State of Indiana; all such transfers to be subject to the approval of the director of the Indiana State Library.

6. Will permit the services of the director and department heads of the State Library to be given in an administrative or advisory capacity in conducting the Smith Memorial Library whenever such may be requested, subject to approval by the director of the State Library. It is understood that the director of the State Library is at all times responsible to this Board for the management and control of the library building.

7. Will permit the services of the Catalog Department of the State Library to be used in the cataloging and classification of the books and other material of the Smith Memorial Library, subject to unusual conditions such as lack of necessary appropriations or receipt of large or otherwise exceptional collections.

Confirmation and Termination of Agreement.

These terms of agreement, after approval by the Board of the Library and Historical Department and by the Executive Committee of the Indiana Historical Society, shall be signed by the president and secretary and the chairman and secretary of the respective bodies, and shall become effective thereupon.

Terms of this agreement may be changed at any time upon request in writing and agreement thereon by committees of each body duly approved by the Board of the Library and Historical Department and the Executive Committee of the Indiana Historical Society.

This agreement may be terminated completely by the governing body of either the Indiana Library and Historical Department or the Indiana Historical Society upon written notice to the other at least eighteen months before such termination shall become effective, or in case of mutual agreement at any earlier period.

In four pages.
Signed June 12, 1931.

INDIANA LIBRARY AND HISTORICAL BOARD

By (signed) Mrs. Frank J. Sheehan
President

(signed) William M. Taylor
Secretary

EXECUTIVE COMMITTEE OF THE INDIANA HISTORICAL SOCIETY

By (signed) Lee Burns
Chairman

(signed) Christopher B. Coleman
Secretary

APPENDIX D

Agreement by and Between the Board of Public Buildings and Property and the Indiana State Library and Historical Board, Parties of the First Part, and the Indiana Historical Society, Party of the Second Part

Whereas, by the last will and testament of the late Delavan Smith there was given and bequeathed to the Indiana Historical Society the sum of one hundred fifty thousand dollars ($150,000) for the purposes therein set out as evidenced by the following provision of said will, namely:

> I give and bequeath to the Indiana Historical Association one hundred and fifty thousand dollars ($150,000) for the erection of an assembly room, library stack room, museum, reading room, etc., for the use of the Association, the bequest being for the purpose of endowment for building, operation and purchase of books. I also give and bequeath to said Association my library at my home in Lake Forest largely of Americana, to be the nucleus of a permanent library for the Association. The whole to be a memorial to my father, William Henry Smith. Books not suitable for the purposes of the Association may be disposed of and the proceeds invested in books to replace those sold; . . .

And whereas it is the desire of the Indiana Historical Society to so comply with said bequest as to fitly honor the donor and his father, William Henry Smith, a sound scholar and writer of American history whose memorial this library shall be;

And whereas it is the mutual desire of the parties hereto that said bequest shall be so used as to best use the opportunity of service which the donor has made possible to the State of Indiana;

It is now, therefore, hereby agreed by the parties as follows:

Agreements of the Indiana Historical Society

1. The Indiana Historical Society hereby agrees to designate the library so provided by it under the terms of said will as the William Henry Smith Memorial Library of the Indiana Historical Society and agrees further to provide a proper book-plate and ownership marks in the development of said library to devote special attention to the field of rare and valuable books, pamphlets, manuscripts, maps, prints, broadsides, photographs and like material relating to Indiana and American history.

2. That it will conduct the William Henry Smith Memorial Library of the Indiana Historical Society as a public reference library. Its books and other material shall not be used for general public circulation, but

remain within the library for use and consultation by all students and scholars, whether members of the Indiana Historical Society or not. For the better care and preservation of rare and expensive material, it is expected that only those with serious study or scholarly research in hand will be generally admitted.

3. The Indiana Historical Society further agrees in general that it will keep the William Henry Smith Memorial Library open during the same hours as those of the State Library and that attendants of the Indiana State Library shall have access for reference purposes to books in the William Henry Smith Memorial Library when it is not open.

4. The Indiana Historical Society further agrees that it will provide at its own expense a librarian who is a college graduate with at least one year of professional library training or its equivilant who shall have charge of said memorial library and be responsible to the Indiana Historical Society for its safe keeping and administration.

5. The Indiana Historical Society further agrees that it will permit the transfer and deposit of such books, pamphlets and like material acquired by the

William Henry Smith Memorial Library of the Indiana Historical Society as may not be suitable for use in carrying out its purpose to the Indiana State Library for reference or lending use therein, such deposits to be duly identified, and remain the property of the Indiana Historical Society; provided that such books or other material not suitable or desirable for such deposit or transfer will be disposed of to the benefit of the Smith Memorial Library.

6. The Indiana Historical Society further agrees that it will vest its management of the William Henry Smith Memorial Library in a Library Committee which shall represent the Society in all matters of control, maintenance, and development of the Library and in the relations of said Library to the Indiana State Library and its Board of Trustees, subject to the provisions of the Constitution of the Indiana Historical Society, and to control by the Society as provided in its Constitution.

Agreements of Indiana State Library and Historical Board and the Board of Public Buildings and Property

The Indiana State Library and Historical Board and the Board of Public Buildings and Property within the scope of their respective authority with respect to the State Library and Historical Building agree as follows:

1. That they will provide space for the William Henry Smith Memorial Library of the Indiana Historical Society in a separate room in the State Library and Historical Building, setting aside something over 2,000 square feet for public reading room and book shelving. (This should provide space for a minimum capacity of 15,000 volumes, which may be increased with a mezzanine book case arrangement in the future, to 25,000 volumes, and a reader capacity of 25 to 40 persons, besides necessary desks, files, etc.) Storage space in the general book stack will be set aside additionally when needed. Arrangements for a suitable memorial tablet will be permitted if desired by the Society.

2. That they will expend approximately in proportion the same amount as provided throughout the library and historical building for the fixed equipment of the Smith Memorial Library quarters, and will permit the Historical Society to add to such equipment and furnishings as may be deemed advisable, subject to the approval

of the Director of the State Library; equipment and furnishings so provided, which are not fixtures, to remain the property of the respective parties.

3. That they will permit the use of its bibliographical resources and will attempt to keep these up to date in lines being developed in both the said memorial library and the State Library. The Director of Public Works will furnish such janitor service as is provided the State Library and other offices in the State Library and Historical Building.

4. That they will permit the transfer and deposit of rare and valuable non-circulating reference material in the special fields covered by the said memorial library, either in book or other form, from the State Library collection to the said memorial library for use in connection with the reference collection therein, provided that the ownership of such transferred books and material shall remain with the State of Indiana; all such transfers to be subject to the approval of the director of the Indiana State Library.

5. That they will permit the services of the director and department heads of the State Library to be given in an administrative or advisory capacity in conducting

the said memorial library whenever such may be requested, subject to approval by the director of the State Library.

6. That they will permit the services of the Catalog Department of the State Library to be used in the cataloging and classification of the books and other material of the said memorial library, subject to unusual conditions such as lack of necessary appropriations or receipt of large or otherwise exceptional collections.

7. This agreement may be terminated at any time by either party hereto upon written notice to the other at least eighteen months before such termination shall become effective or in case of mutual agreement the same may be terminated at any earlier period.

In witness whereof the parties have hereunto signed their names this 30th day of June, 1933.

BOARD OF PUBLIC BUILDINGS AND PROPERTY

By (signed) N. M. Simmons

INDIANA LIBRARY AND HISTORICAL BOARD

By (signed) W. P. Dearing, Pres.

(signed) Mrs. W. R. Davison, Sec.
Parties of the first part.

INDIANA HISTORICAL SOCIETY

By (signed) Lee Burns
Chairman Executive Committee
(signed) Christopher B. Coleman,
Secretary
Parties of the second part.